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a pocket guide to ERIC

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ERIC — A General Description 1

ERIC stands for the Educational Resources Information Center, an information system in existence since 1966 and currently sponsored by the Office of Educational Research and Improvement, within the U.S. Department of Education.

ERIC is designed to provide users with ready access to the English-language literature dealing with education. It does this through a variety of products and services, many of which are described in this brochure e.g., databases, abstract journals, microfiche, computer searches, online access, document reproductions, analyses and syntheses, etc.

Organizationally ERIC consists of a central Government office (establishing policy, funding, and monitoring the entire system); sixteen subject-specialized "Clearinghouses" (collecting and analyzing the literature and producing information products); a central editorial and computer facility (maintaining the database and preparing the abstract journal ***Resources in Education*** **(RIE)** and other products); a central "ERIC Document Reproduction Service" (preparing microfiche and document reproductions); a commercial publisher (publishing ***Current Index to Journals in Education*** **(CIJE)**, the ERIC Thesaurus, and other ERIC publications); and an outreach and referral arm called ACCESS ERIC. Full names and addresses for all the components of ERIC appear elsewhere in this brochure.

This brochure provides users with an introduction to what ERIC is and what it offers, and also serves as a quick reference source answering a wide variety of everyday questions about ERIC that users commonly have. A wealth of information is packed into a relatively small space and we hope that it is information that will prove useful to you.

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OERI
Office of Educational Research and Improvement
U.S. Department of Education

The Organizations That Make Up ERIC 2

U.S. Department of Education
Office of Educational Research and Improvement (OERI)
Educational Resources Information Center (ERIC)
Washington, DC 20208-5720
Telephone: (202) 357-6289

Clearinghouses

Adult, Career, and Vocational Education (CE)
Ohio State University
1900 Kenny Road
Columbus, Ohio 43210-1090
Telephone: (614) 292-4353
(800) 848-4815

Counseling and Personnel Services (CG)
University of Michigan
School of Education, Room 2108
610 East University Street
Ann Arbor, Michigan 48109-1259
Telephone: (313) 764-9492

Educational Management (EA)
University of Oregon
1787 Agate Street
Eugene, Oregon 97403-5207
Telephone: (503) 686-5043

Elementary and Early Childhood Education (PS)
University of Illinois
College of Education
805 W. Pennsylvania Ave.
Urbana, Illinois 61801-4897
Telephone: (217) 333-1386

Handicapped and Gifted Children (EC)
Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091-1589
Telephone: (703) 620-3660

Higher Education (HE)
George Washington University
One Dupont Circle, N.W., Suite 630
Washington, D.C. 20036-1183
Telephone: (202) 296-2597

Information Resources (IR)
Syracuse University
Huntington Hall, Room 030
Syracuse, New York 13244-2340
Telephone: (315) 443-3640

Junior Colleges (JC)
University of California (UCLA)
Math Sciences Bldg., Room 8118
405 Hilgard Avenue
Los Angeles, California
90024-1564
Telephone: (213) 825-3931

Languages and Linguistics (FL)
Center for Applied Linguistics
1118 22nd Street, N.W.
Washington, D.C. 20037-0037
Telephone: (202) 429-9551

Reading and Communication Skills (CS)
Indiana University
Smith Research Center, Suite 150
2805 East 10th Street
Bloomington, Indiana 47408-2373
Telephone: (812) 855-5847

Rural Education and Small Schools (RC)
Appalachia Educational Laboratory
1031 Quarrier Street
P.O. Box 1348
Charleston, West Virginia
25325-1348
Telephone: (304) 347-0400
(800) 624-9120

Science, Mathematics, and Environmental Education (SE
Ohio State University
1200 Chambers Road, Third Floor
Columbus, Ohio 43212-1792
Telephone: (614) 292-6717

Social Studies/Social Science Education (SO)
Indiana University
Social Studies Development Center
2805 East 10th Street
Bloomington, Indiana 47408-2373
Telephone: (812) 855-3838

Teacher Education (SP)
American Association of Colleges for Teacher Education
One Dupont Circle, N.W., Suite 610
Washington, D.C. 20036-2412
Telephone: (202) 293-2450

Tests, Measurement, and Evaluation (TM)
American Institutes for Research (AIR)
Washington Research Center
3333 K Street, N.W.
Washington, D.C. 20007-3893
Telephone: (202) 342-5060

Urban Education (UD
Teachers College, Columbia Univ.
Institute for Urban and Minority Ed.
Main Hall, Room 300, Box 40
525 West 120th Street
New York, New York 10027-9998
Telephone: (212) 678-3433

Support Organizations

ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, Virginia 22304-6409
Telephone: (700) 227-ERIC (3742)
(703) 823-0500

ERIC Processing and Reference Facility
2440 Research Boulevard, Suite 550
Rockville, MD 20850-3238
Telephone: (301) 590-1420

Oryx Press
2214 North Central Ave. at Encanto
Phoenix, Arizona 85004-1483
Telephone: (602) 254-6156
(800) 457-6799

ACCESS ERIC
1600 Research Boulevard
Rockville, Maryland 20850-3166
Telephone: (301) 251-5486
(800) USE-ERIC

Major ERIC Products 3

• The information available from ERIC is disseminated in a variety of products. This panel lists the various products and indicates where each can be obtained. Detailed addresses of the sources can be found in this brochure under the heading "The Organizations That Make Up ERIC."

PRODUCT	SOURCE
Abstract Journals • *Resources in Education* (RIE) (Announcing Documents)	U.S. Government Printing Office (GPO) Washington, D.C. 20402 ($66/year domestic; $82.50 foreign)
• *Current Index to Journals in Education* (CIJE) (Announcing Journal Articles)	Oryx Press ($207/year)
Microfiche 4" x 6" microfiche of documents announced in RIE. Available on subscription or on-demand. Back collections available.	ERIC Document Reproduction Service (EDRS) Annual subscriptions: approx. $1,300 (approx. 16,000 fiche) Titles: $0.85 (1-5 fiche)
Magnetic Tapes (ERICTAPES) Computer-compatible tapes containing the contents of RIE and CIJE and the related authority files and inverted files. Available on subscription or on demand.	ERIC Facility (Write for price list)
ERIC Clearinghouse Publications State-of-the-art reports; interpretive summaries; syntheses; digests; etc.	Specific ERIC Clearinghouses
Computer Searches • Complex searches by computer of the ERIC files, negotiated with the supplier and provided to the user in the form of printouts. • Online access, searching, retrieval from ERIC files via computer terminal. • ERIC on CD-ROM, microcomputer-based, stand-alone retrieval systems.	Please consult *Directory of ERIC Information Service Providers* (approximately 900 locations, geographically arranged); available from ERIC Facility. Online vendors: BRS, DIALOG, ORBIT See *Online Retrieval* panel for addresses. CD-ROM vendors: DIALOG, OCLC, SilverPlatter. See *Search Services* panel for addresses.
ERICTOOLS Various printed indexes and other tools produced for the benefit of those working closely with the ERIC files, e.g., *Title Index, Identifier Authority List*	ERIC Facility (Write for price list)
Thesaurus of ERIC Descriptors The master list of approved Descriptors (index terms) used by the ERIC system, with a complete cross-reference structure and related and hierarchical displays.	Oryx Press (Price varies with edition; 11th edition, 1987: $65).
Computer-Output-Microform (COM) • Cumulative title, subject, institution, and author indexes for RIE • *Descriptor and Identifier Usage Reports* for RIE • RIE resume cumulations from 1966 to present.	EDRS (Write for price list)
Document Reproductions • Paper copy reproductions of documents announced in RIE • Paper copy reproductions of journal articles announced in CIJE	ERIC Document Reproduction Service (EDRS) ($2.00 for each 1-25 page increment) University Microfilms International, Article Clearinghouse, 300 N. Zeeb Road, Ann Arbor, MI 48106. Institute for Scientific Information, Genuine Article Service, 3501 Market Street, Philadelphia, PA 19104 (Several journal article copy services exist of which the above are major examples)

Document Delivery 4

ERIC is notable among information systems in providing for reproductions of the documents and journal articles announced in its abstract journals RIE and CIJE.

Documents:

ERIC obtains permission from authors and producers to reproduce approximately 98% of the documents currently announced in RIE. This means that in a monthly issue announcing 1,000 documents, some 980 documents are microfilmed and made available to users in either microfiche or paper copy reproductions. Alternative availability instructions are always cited for the small number of items ERIC cannot make available.

The document delivery arm of ERIC is the ERIC Document Reproduction Service (EDRS). EDRS sells subscriptions to the total set of ERIC microfiche at a rate of 9.1¢ per fiche card. EDRS also sells microfiche copies and paper copies of documents on an on-demand basis. On-demand microfiche cost $0.85 per title (up to 5 fiche cards) and $0.17 for each additional fiche card required. On-demand paper copies cost $2.00 for 1-25 pages and $2.00 for each additional 25 pages required. For current prices, always consult the most recent edition of RIE.

For order forms and ordering instructions contact:

ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, Virginia 22304
Telephone: (703) 823-0500
(800) 227-ERIC (3742)
(703) 823-0505 (FAX Orders)
(703) 823-0504 (Online Orders)

Journals:

It is more difficult to provide copies of the journal articles announced in CIJE because of copyright restrictions on the original journals. However, several organizations provide reprint services and have made arrangements to reimburse the original publishers appropriately. Among these are: (1) University Microfilms International (Article Clearinghouse), 300 North Zeeb Road, Ann Arbor, Michigan 48106, Tel.: (800) 732-0616; (2) Institute for Scientific Information, Genuine Article Service, 3501 Market Street, Philadelphia, Pennsylvania 19104, Tel.: (800) 523-1850.

For those journals that do not permit reprints, it may be necessary to consult an original issue of the journal in your local university or public library. Some service organizations maintain relatively complete collections of the journals indexed by CIJE.

Microfiche Collections 5

Microfiche (MF) of the documents announced in *Resources in Education* may be obtained on a monthly subscription basis from the ERIC Document Reproduction Service (EDRS). When purchased in this way, the price is a very economical 9.1¢ per microfiche card. The table below displays for each calendar year the accession number range, total titles, total microfiche cards, and current price (based on 8.5¢ per card for prior years).

Year	Accession Range	Documents Filmed	Total MF Cards	Price
1966-1967	ED-010 000-	ED-012 348	2,347	4,426	$ 376.21
1968	ED-012 349-	ED-021 151	6,946	13,679	1,162.72
1969	ED-021 152-	ED-031 604	8,331	15,899	1,351.42
1970	ED-031 605-	ED-042 060	8,448	16,188	1,375.98
1971	ED-042 061-	ED-054 390	9,728	18,893	1,605.91
1972	ED-054 391-	ED-066 620	10,079	19,555	1,662.18
1973	ED-066 621-	ED-080 787	11,623	17,031	1,447.64
1974	ED-080 788-	ED-095 253	12,175	17,800	1,513.00
1975	ED-095 254-	ED-110 594	13,390	19,938	1,694.73
1976	ED-110 595-	ED-127 413	14,660	20,891	1,775.74
1977	ED-127 414-	ED-142 684	13,842	19,911	1,692.44
1978	ED-142 685-	ED-157 987	14,196	20,689	1,758.57
1979	ED-157 988-	ED-174 743	15,816	22,378	1,902.13
1980	ED-174 744-	ED-190 736	15,436	22,645	1,924.83
1981	ED-190 737-	ED-205 670	14,459	21,233	1,804.81
1982	ED-205 671-	ED-219 495	13,203	19,213	1,633.11
1983	ED-219 496-	ED-233 122	13,099	18,772	1,595.62
1984	ED-233 123-	ED-247 369	13,977	19,651	1,670.34
1985	ED-247 370-	ED-260 172	12,609	17,636	1,499.06
1986	ED-260 173-	ED-272 646	12,220	16,630	1,413.55
1987	ED-272 647-	ED-284 955	12,069	16,264	1,382.44
1988	ED-284 956-	ED-297 084	12,129	16,322	1,387.39
	TOTAL		260,524	395,644	$33,629.74

Approximately 800 organizations currently subscribe to complete ERIC microfiche collections. In addition, several organizations, while not currently subscribing, have substantial ERIC microfiche collections in their possession. All such organizations are listed in the ***Directory of ERIC Information Service Providers.*** This reference tool is arranged geographically in order to facilitate referral of users to the closest possible microfiche service point. Each entry in the *Directory* provides the address, telephone number, contact person, collection status, and services provided. (See the "Search Services" panel for a sample entry).

The *Directory of ERIC Information Service Providers* can be obtained free of charge from any ERIC component.

Computerized Searching and Retrieval 6

The ERIC database (both RIE and CIJE components) can be searched by computer via all three of the major vendors of online retrieval services (BRS, DIALOG, and ORBIT) and all three of the major vendors of CD-ROM retrieval services (DIALOG, OCLC, and SilverPlatter). ERIC was one of the very first bibliographic databases to take advantage of these advanced technologies.

Individuals and organizations wishing to search ERIC online need only the following:

- a computer terminal (that can link by phone with the online vendor's computer),
- an open purchase order with one or more vendors (you pay only for what you use).

Searching ERIC by CD-ROM requires only:

- a CD-ROM disk drive and a microcomputer, connected to each other (hardware specifications vary by vendor),
- a subscription to the ERIC database on CD-ROM disks (usually updated quarterly)

Computer searching is a superior way to perform retrieval for the following reasons:

- You get responses back in real time, while you wait.
- You can search both subject matter and non-subject matter fields, e.g., authors, institutions.
- You can make complex logical demands that your output must meet; requirements more complex than you can apply manually.
- You get to interact with the computer and can adjust your requirements as you see what the computer selects.
- You can search both controlled input fields (e.g., index terms selected from a thesaurus) and free text fields (e.g., words in the abstract). Free text fields are not normally searchable manually.
- You can search both controlled input fields (e.g., index terms selected from a thesaurus) and free text fields (e.g., words in the abstract). Free text fields are not normally searchable manually.

In order to establish your own computer searching capability, contact one or more of the vendors listed alphabetically below. Each vendor offers different retrieval software, command structure, and training and user support facilities. You should choose the one best fitted for your particular needs.

ONLINE VENDORS

BRS Information Technologies
1200 Route 7
Latham, New York 12110
Telephone: (518) 783-1161, (800) 468-0908

DIALOG Information Services
3460 Hillview Avenue
Palo Alto, California 94304
Telephone: (415) 858-3810, (800) 334-2564

ORBIT Search Service
800 Westpark Drive
McLean, Virginia 22102
Telephone: (703) 442-0900, (800)456-7248

CD-ROM VENDORS

DIALOG Information Services
For address see under Online Vendors)

OCLC (Online Computer Library Center)
6565 Frantz Road
Dublin, Ohio 43017-0702
Telephone: (614) 764-6000,
(800) 848-5878 (X6287)

SilverPlatter Information Services
37 Walnut Street
Wellesley Hills, Massachusetts 02181
Telephone: (617) 239-0306, (800) 343-0064

best copy available

Search Services 7

The ERIC database (consisting of both RIE and CIJE data) is one of the most widely searched and heavily used bibliographic databases in the world today. Approximately 50 organizations all over the world (including all the major online and CD-ROM vendors) purchase the ERIC tapes and provide computerized access to them. Via these primary sources, several hundred service centers that provide computer searches of ERIC to various classes of users can be identified. The *Directory of ERIC Information Service Providers* attempts to identify these sources and to provide complete entries describing the address, telephone number, contact person, clientele served, ERIC collection status, equipment available, and services provided (including search system used). The 1986 *Directory* lists approximately 900 service points. It is estimated that over 450,000 computer searches are made of the ERIC file each year by these service centers and other users combined.

Displayed below is a typical entry from the *Directory of ERIC Information Service Providers*.

San Mateo Educational Resources Center (SMERC)
San Mateo County Office of Education
333 Main Street
Redwood City, CA 94063

Communications:	(415) 363-5470
Contact:	Mary Moray, Coordinator, Reference Services
Clientele:	San Mateo County public school employees;
Collection:	RIE (1966-); CIJE (1969-); Thesaurus (11th, 1987); ERICTOOLS; Microfiche 1966-); Clearinghouse publications
Equipment:	MF Reader, MF Reader/Printer; MF Duplicator, Office copier, Microcomputer, Computer terminal
Services:	PC reproduction; MF duplication; Search services (online; DIALOG)

If you would like to be listed in the next edition of the *Directory*, please request a questionnaire from the ERIC Facility. If you would like a free copy of the *Directory*, write or call the ERIC Facility. Multiple copies are available for use with conferences, seminars, classes, etc.

Question-Answering Services 8

Within the ERIC system, subject expertise resides primarily within the various specialized ERIC Clearinghouses. Questions that involve answers to substantive matters are therefore best directed to the particular Clearinghouse whose scope includes the area covered by the question. From this brochure, Clearinghouse scopes can be determined only from their names; however, there is a single-page flyer available from the ERIC Processing and Reference Facility that contains detailed scope notes for each Clearinghouse.

In the course of a year, all the ERIC components combined answer more than 100,000 written and telephoned inquiries from users. Many of these inquiries are requests involving identification of specific documents and can be answered fairly rapidly and simply. (This type of request is best directed to the ERIC Facility). Many other requests, however, involve some level of subject expertise in the development of a customized response. ERIC Clearinghouses will accept such questions in their subject areas. For inquiries involving computer searches, cost recovery is normally sought. Referrals to other organizations where computer searches or other information services may be purchased are also made, as appropriate. In summary:

- **Specific Documents**
  Requests to identify (and determine availability and price for) specific documents (including OERI publications) that are needed should normally be directed to the ERIC Processing and Reference Facility.
- **Subject-Oriented Questions**
  Requests to answer subject-oriented questions should be directed to the particular ERIC Clearinghouse most closely associated with the subject matter involved.
- **Computer Searches**
  Requests known in advance to require a computer search should be directed to the most appropriate service point, as determined from the *Directory of ERIC Information Service Providers* (listing approximately 900 service points nationwide).
- **ERIC Clearinghouse Publications**
  Requests for specific publications of the ERIC Clearinghouses should be directed to the Clearinghouse that prepared the document. (Clearinghouses often have stocks of printed copies that are either available free or that cost less than reproduced copies from the ERIC Document Reproduction Service.)
- **Questions About ERIC**
  Questions about the ERIC system or ERIC products should be directed to ACCESS ERIC (Tel.: (800) USE-ERIC).

Clearinghouse Publications 9

What are ERIC Clearinghouse Publications?

In addition to collecting the literature of education for announcement in RIE and CIJE, the ERIC Clearinghouses analyze and synthesize the literature into research reviews, knowledge syntheses, state-of-the-art studies, digests, interpretive studies on topics of high current interest, and many similar documents designed to compress the vast amount of information available and to meet the needs of ERIC users. These products constitute new contributions to the literature.

How are ERIC Clearinghouse Publications Available?

ERIC Clearinghouse publications are issued by the individual ERIC Clearinghouses responsible for producing them. As long as stocks last, original copies are usually available directly from the responsible Clearinghouse. In addition, ERIC Clearinghouse publications are announced in RIE, if appropriate. When announced in RIE, they are contained in all ERIC microfiche collections and may be ordered in microfiche or paper copy from: ERIC Document Reproduction Service (EDRS), 3900 Wheeler Avenue, Alexandria, Virginia 22304. Full ordering details and current prices are to be found in RIE.

Bibliographies and Indexes of ERIC Clearinghouse Publications

Periodically, ERIC prepares bibliographies of its Clearinghouse publications. All items in the series to date are listed below.

Accession Number of Bibliography	Size	Period Covered	Number of Items
ED - 029 161	24 p.	1968	149
ED - 034 089	34 p.	1969	240
ED - 041 598	47 p.	1970	366
ED - 054 827	54 p.	1971	416
ED - 077 512	55 p.	1972	415
ED - 087 411	74 p.	1973	396
ED - 126 856	144 p.	1974-1975	534
ED - 168 608	168 p.	1975-1977	600
ED - 180 499	74 p.	1978	211
ED - 191 502	58 p.	1979	159
ED - 208 882	64 p.	1980	176
ED - 224 505	72 p.	1981	173
ED - 237 098	77 p.	1982	181
ED - 246 919	52 p.	1983	117
ED - 261 711	61 p.	1984	142
ED - 271 125	72 p.	1985	176
ED - 283 535	89 p.	1986	229
ED - 295 685	86 p.	1987	239
ED -	p.	1988	284
Total ERIC Clearinghouse Publications (1968-1988)			5203

How to Submit Documents to ERIC 10

Where to Send Documents

Documents usually enter the ERIC system through one of two ways:

They may be sent to the Clearinghouse most closely related to their subject matter. (A list of the Clearinghouses and their addresses appears in this brochure.) Material is expedited if it is directed to the attention of "Acquisitions."

If it is uncertain which Clearinghouse is appropriate, materials may be sent to the following address:

ERIC Processing and Reference Facility
Acquisitions Department
2440 Research Boulevard, Suite 550
Rockville, Maryland 20850-3238

The ERIC Facility will forward all submissions to the appropriate ERIC Clearinghouse.

What Kinds of Documents to Send

ERIC would like to be given the opportunity to examine virtually any document dealing with education or its aspects. The ERIC audience is so broad (encompassing teachers, administrators, school board members, librarians, researchers, media specialists, students and their parents, counselors, and every other type of educator or educational practitioner) that it must collect a wide variety of documentation in order to satisfy its users. Examples of types of materials collected are the following:

- Research Reports/Technical Reports
- Program/Project Descriptions
- Opinion Papers, Essays, Position Papers
- Monographs, Treatises
- Speeches and Presentations
- Evaluation Studies
- Feasibility Studies
- State-of-the-Art Studies
- Instructional Materials
- Classroom Materials
- Syllabi
- Teaching Guides
- Resource Guides
- Manuals
- Handbooks
- Curriculum Materials
- Conference Papers
- Proceedings
- Bibliographies, Annotated Bibliographies
- Legislation and Regulations
- Tests, Questionnaires, Measurement Devices
- Vocabularies, Dictionaries, Glossaries, Thesauri
- Statistical Compilations
- Taxonomies and Classifications
- Dissertations

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